Online Course:
How to Operate At-Risk Afterschool Meals for School Food Authorities

Professional Standards Learning Code 4120
Length: 30 minutes

Online Course:
How to Operate At-Risk Afterschool Meals for School Food Authorities

Intended Audience and Content

- This *How-To-Guide* is intended for School Food Authorities (SFAs) operating the National School Lunch Program (NSLP) who are serving At-Risk Afterschool Meals.

- The following slides provide guidance on how to streamline operation of At-Risk Afterschool Meals for SFAs to ensure compliance in all program requirements.

- Attendees are expected to already understand how to operate and claim meals for reimbursement under the NSLP. ***Please refer to the*** [***ADE Online Training Library***](link) ***and review the How-To-Guides below before continuing:***

  - *Operating the National School Lunch Program in Arizona for Existing Sponsors*

 - *How to Submit a Claim in CNPWeb*

Online Course:

How to Operate At-Risk Afterschool Meals for School Food Authorities

Objectives

At the end of this training, attendees should:

- understand meal service and operating regulations of At-Risk Afterschool Meals;

- know all eligibility requirements;

- acknowledge the new streamlining processes for sponsoring snack or supper at sites as a SFA;

- recognize which meal patterns are allowable to follow and when meals can be served; and

- understand record keeping and retention requirements of At-Risk Afterschool Meals.

Online Course:

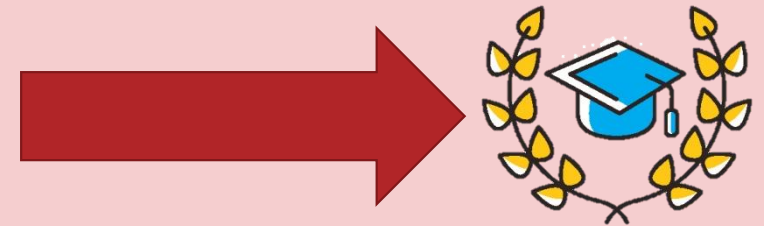## How to Operate At-Risk Afterschool Meals for School Food Authorities
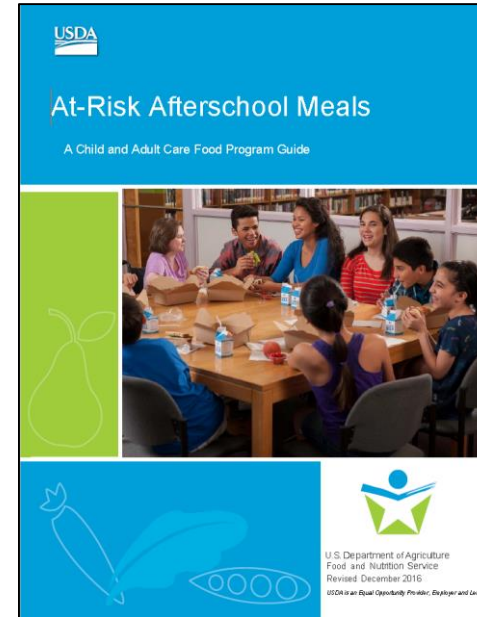
The instruction within this How-To-Guide is based on guidance from USDA's *At-Risk Afterschool Meals A Child and Adult Food Program Guide* and *Streamlining At-Risk Meals Participation for School Food Authorities, SP09-2013, CACFP 04-2013*.

It is recommended to review the memorandum Streamlining At-Risk Meals Participation for School Food Authorities SP09-2013, CACFP 04-2013 in addition to reviewing this course for complete guidance on how to operate At-Risk Afterschool Meals. Click here to access this memo.

Comprehension Check

- Throughout this guide there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.

- Be sure to review these quiz questions and the answers, available within the guide.

- This icon will indicate a comprehension quiz question, and the background of the slides will be pink like you see on this slide.

Online Course:

How to Operate At-Risk Afterschool Meals for School Food Authorities

The Step by Step Instruction will review:

Introduction to At-Risk Afterschool Meals	Slides 7 - 15
Eligibility Requirements	Slides 16 - 21
Meal Patterns and Food Service	Slides 22 - 33
Required Records and Reporting	Slides 34 - 44

Any disclaimer about the training, for example: The following slides will only cover how-to instructions for operating At-Risk Afterschool Meals. **Please refer back to the** **At-Risk Afterschool Meals for School Food Authorities** **webpage for further information.**

Introduction to At-Risk Afterschool Meals

Introduction to At-Risk Afterschool Meals

What is At-Risk Afterschool Meals?

At-Risk Afterschool Meals is a component of the Child and Adult Care Food Program (CACFP) that allows public or non-profit organizations Federal funding to serve a free meal and/or snack to children in low-income areas during monitored and organized Afterschool Programs.

- Organizations that serve only residential children (Residential Child Care Institutions) are not eligible to operate the CACFP.

SFAs have the option to serve meals and/or snacks through At-Risk Afterschool Meals to schools or independent afterschool programs that are organized primarily to offer care for children once the school day has ended, provide regular and organized education or enrichment activity, and are located in an area eligible location.

Introduction to At-Risk Afterschool Meals

Streamlining for Schools

It has been recognized that schools operating the NSLP are well-familiar with the Child Nutrition Programs (CNPs) and are fit to offer meals and snacks during their afterschool programs.

The content in this training is to inform SFAs how to operate At-Risk Afterschool Meals in accordance to the streamlined requirements that provide administrative relief to program operators who currently participate in the NSLP.

ADE has made efforts to streamline At-Risk Afterschool Meals for SFAs to be more consistent with those of the NSLP.

- For more information on this streamlined process specific to Arizona, please review *Streamlining At-Risk Afterschool Meals for School Food Authorities in Arizona*.
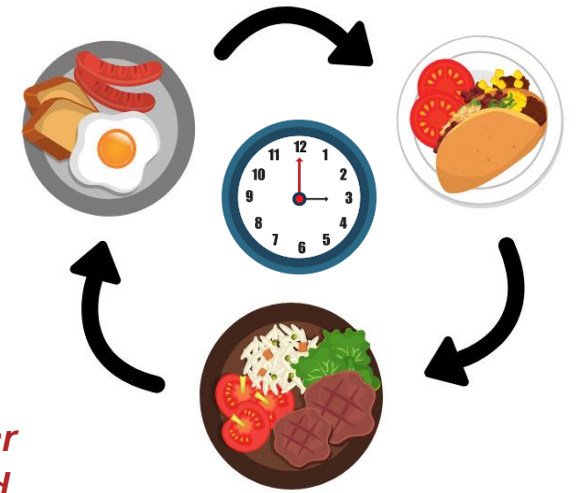
Introduction to At-Risk Afterschool Meals

Serving Afterschool Meals

At-Risk Afterschool Meals cannot be served during the regular school hours and must be served <u>after the regular school day</u> and during the operating hours of the afterschool program. One meal and one snack can be served per child per day.

- Under the CACFP, there must be a two hour lapse in between the start of meal services.

For example, if Rodgers Elementary School starts serving snacks through At-Risk Afterschool Meals at 3:00 pm, supper service cannot begin until 5:00 pm to provide a balanced and timely meal service operation to students.

Introduction to At-Risk Afterschool Meals

Serving Meals During School Breaks

Many children depend on school meals to keep them from going hungry everyday. At-Risk Afterschool Meals is an opportunity for SFAs to offer free meals to children in their community during weekends and during breaks when school is not in session.

- Meals served during the summer break must be served through the Summer Food Service Program or the NSLP, <u>not</u> At-Risk Afterschool Meals.

During weekends and school breaks, SFAs can claim one snack and one meal per child each day. Meals can either be served as a breakfast, lunch, or supper depending on what meal service the SFA elects that day and what time the meal is served.

Introduction to At-Risk Afterschool Meals

NSLP Snack and At-Risk Afterschool Meals Snack

SFAs have the option to offer a snack through the NSLP Afterschool Care Snack Program (ASCSP) <u>or</u> CACFP At-Risk Afterschool Meals; however, both snack options cannot be offered at the same site for the same population.

- It is recommended that SFAs do what is best for their students and operation by allowing enough time in between snack and meal services.

Snacks vs. Snacks

Introduction to At-Risk Afterschool Meals

Snack vs. Snack

The chart below outlines key differences in serving snacks through the ASCSP and serving snacks through At-Risk Afterschool Meals.

	Afterschool Care Snack Program	At-Risk Afterschool Meals
What	• Snack only.	• Snack and/or meal (usually supper).
When	• Any time after the school day ends.	• After the school day ends, weekends, and/or holidays. • Not during summer break. • The start of meal service times must be two hours apart.
Who	• Only enrolled students participating in the after school enrichment activity.	• Any child who is 18 or under (by the beginning of the school year).
Eligibility	• Be located in jurisdiction where at least one school participates in NSLP.	• Be located in a school attendance area where at least 50% if enrolled children are certified eligible for free or reduced-price school meals.

Comprehension Check

Which option below is unallowable under At-Risk Afterschool Meals?

A. Serving breakfast and a snack during spring break.

B. Serving breakfast and lunch during spring break.

C. Serving lunch and a snack during winter break.

D. All of the above

Comprehension Check

Which option below is unallowable under At-Risk Afterschool Meals?

A. Serving breakfast and a snack during spring break.

B. **Serving breakfast and lunch during spring break.**

C. Serving lunch and a snack during winter break.

D. All of the above

During weekends and school breaks, SFAs can only claim one snack and one meal per child each day. It is the SFAs decision what meals they serve and when they serve them. Snacks can be served before or after meal service as long as there is a two hour time laps in between service start times.
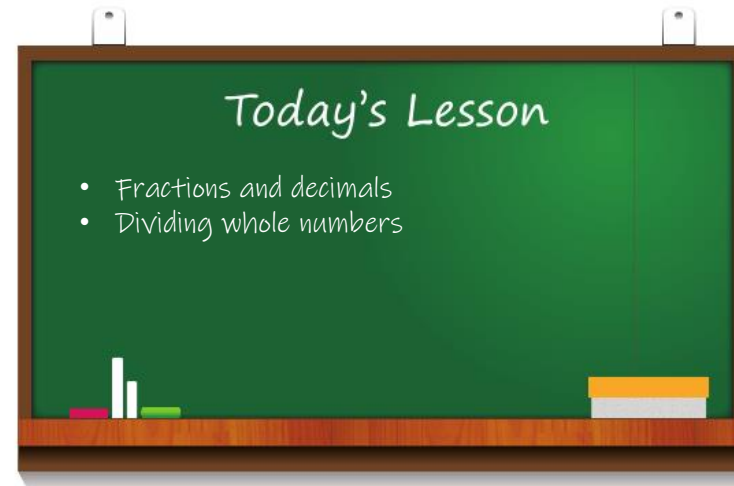
Eligibility Requirements

Eligibility Requirements

Afterschool Care

- For a program to serve meals through At-Risk Afterschool Meals, the primary focus must be to provide care for children after school, on the weekends, holidays, and school vacations throughout the regular school year.

Today's Lesson
- Fractions and decimals
- Dividing whole numbers

Eligibility Requirements

Eligible Attendance Areas

- To be eligible for At-Risk Afterschool Meals, the location of the afterschool program must be located in an attendance area of a school where at least 50% or more of the students are eligible for free or reduced price meals.

- If the service site has 50% or more of its students eligible for free or reduced price meals, this location is **site eligible**.

- If a site is located in an attendance area of a school where at least 50% or more of the students are eligible for free or reduced price meals, this location is **area eligible**.

- Being site or area eligible qualifies a program for At-Risk Afterschool Meals for five school years.

For example, Oakwood High School was approved in School Year 2018-2019 as either site or area eligible and will maintain this eligibility through School Year 2022-2023.

Eligibility Requirements

Educational or Enrichment Activities

An educational or enrichment activity must be available while meals are being offered. These programs must be regularly scheduled, organized, and supervised by the entity who is sponsoring the program. These educational or enrichment activities must be <u>open to all children</u> up to the age of 18.

Children who are receiving meals are not required to participate in these activities, but the activities need to be available to all.

- *For example, if Johnny is enrolled in tutoring after school and his little sister Chloe is not, Chloe can still take a meal or snack while she waits to be picked up from school once Johnny is done at tutoring.*

There is no specific type of activity that is required to be offered, but it is important to ensure that no child is restricted from participating in this activity for any reason other than space, security, or licensing requirements.

Examples

Eligibility Requirements

Types of Acceptable Activities

Examples of eligible educational or enrichment activities include, but are not limited to:

- Tutoring

- Homework assistance

- Arts and crafts

- Life skills

- Athletic and recreational activities

- School clubs

- Gardening

Please note that students participating in interscholastic extracurricular activities (for example: varsity football) are eligible to receive meals through At-Risk Afterschool Meals, but the program cannot be limited to the sports team.

Eligibility Requirements

At-Risk Afterschool Meals Eligibility Checklist for SFAs

Make sure that all checklist items below have been met to see if your site is eligible to operate a snack or supper program:

- ✓ I am a SFA.

- ✓ The site's location is site or area eligible.

- ✓ The afterschool activity is open to all children.

- ✓ The afterschool activity is regular, structured, and supervised.

Meal Patterns and Food Service

Meal Patterns and Food Service

Meal Pattern Guidelines

USDA has set meal pattern guidelines through the NSLP and CACFP that align with the Dietary Guidelines for Americans (DGAs) . These guidelines promote the nutritional needs of children and assist program operators in offering well-balanced meals and snacks.

Meal Patterns and Food Service

Selecting a Meal Pattern for At-Risk Afterschool Meals

Through the streamlined approach, USDA is allowing SFAs to choose either the CACFP or the NSLP meal pattern when serving At-Risk snacks and meals.

At-Risk Snack	At-Risk Supper	At-Risk Breakfast	At-Risk Lunch
CACFP Snack Meal Pattern or NSLP Snack Meal Pattern	CACFP Supper Meal Pattern or NSLP Lunch Meal Pattern	CACFP Breakfast Meal Pattern or NSLP Breakfast Meal Pattern	CACFP Lunch Meal Pattern or NSLP Lunch Meal Pattern

- The Offer versus Serve (OVS) option may be used under either meal pattern for At-Risk Afterschool Meals when serving a five component meal.

- OVS cannot be used during snack meal services.

Meal Patterns and Food Service

Meal Patterns Under the NSLP

If the SFA chooses to follow the **snack meal pattern under the NSLP** or the Afterschool Care Snack Program (ASCSP) meal pattern, they will be required to offer two of the four components in the minimum amounts per age group.

- Please click _here_ to access this meal pattern chart.

If the SFA chooses to follow the **lunch meal pattern under the NSLP**, they will be required to offer all five components in their minimum amounts per grade group and fulfill all vegetable subgroup requirements.

- Please click _here_ to access this meal pattern chart.

If the SFA chooses to follow the **breakfast meal pattern under the NSLP** when serving breakfast on the weekends or vacations, they will be required to offer all items in their minimum amount per grade group.

- Please click _here_ to access this meal pattern chart.

Meal Patterns and Food Service

Meal Patterns Under the CACFP

If the SFA chooses to follow the **snack meal pattern under the CACFP**, they will be required to serve two of the five components in the minimum amounts per age group.

If the SFA chooses to follow the **lunch or supper meal pattern under the CACFP**, they will be required to offer all five components in their minimum amounts per age group.

If the SFA chooses to follow the **breakfast meal pattern under the CACFP**, they will be required to offer all three components in their minimum amounts per age group.

- Please click _here_ to access these meal pattern charts.

Meal Patterns and Food Service

Grade Groups and Age Groups

As stated in the previous slides, SFAs have the option to utilize a meal pattern under the NSLP or the CACFP when serving At-Risk Afterschool Meals. It is important to evaluate which meal pattern fits best for each individual site. One of the biggest differences between the two programs (NSLP and CACFP) is that the NSLP meal pattern is based off of **grade groups** and the CACFP meal pattern is based off of **age groups**.

- To ensure that all components are being offered and served in their minimum required amounts, it is important to understand the differences for each meal pattern prior to selecting a meal pattern and planning menus.

Meal Patterns and Food Service

Quality Meals

The meals and snacks served through At-Risk Afterschool Meals should be aligned with the meal pattern chosen by the SFA; therefore, the menus created for these meal services include whole grains, a variety of fresh fruits and vegetables, and less added sugars and solid fats.

It is up to the SFA to plan menus that best hold the integrity and goals of the CNPs to provide children with nutritious meals that support positive growth and appropriate energy intake for their age group.

Meal Patterns and Food Service

Procurement Policy

Food inventories used for each CNP are <u>not</u> required to be stored separately. This means that purchased food items can be used during any meal service that the SFA is operating through the CNPs (i.e. breakfast, lunch, snack, and supper) and are not required to be ordered for one particular meal service.

- USDA Foods items can be used for meal service, including snack.

- Although food inventories are not required to be separated, it is important that documentation is maintained for each meal service to ensure food costs can be easily verified for each program.

Delivery for all CNPs!

Meal Patterns and Food Service

Production Records

- Menu planners will plan their menus based on which meal pattern has been chosen for At-Risk Afterschool Meals.

- After planning menus with the food items and their portion sizes, **production records** must be prepared for each day's menu.

- Production records are daily tools to help plan, purchase, and prepare for meal service.

- This documentation is required by ADE to be completed daily and maintained for review purposes.

Templates →

Meal Patterns and Food Service

Production Record Templates

Since SFAs get to choose which meal pattern they follow during At-Risk Afterschool Meals, it is important to use a production record that best obtains the required daily meal service information.

ADE has created three production record templates that can be utilized for At-Risk Afterschool Meals:

- Afterschool Care Snack Program - Production Record
  - For SFAs who are serving snacks and are following the Afterschool Care Snack Program chart.

- At-Risk Afterschool Meals – CACFP Snack Production Record
  - For SFAs who are serving snacks and are following the CACFP meal pattern chart.

- At-Risk Afterschool Meals Production Record Worksheet
  - For SFAs who are serving breakfast, lunch, or dinner and are following either the NSLP or CACFP meal patterns.

Please note although production records are required to be completed daily, these specific templates are not required for use. It is allowable for operators to use other production records that were not created by ADE.

Comprehension Check

Are production records required for At-Risk Afterschool Meals?

A. Yes, production records are required if serving a meal or a snack.

B. No, these meal services never require production records.

Comprehension Check

Are production records required for At-Risk Afterschool Meals?

A. **Yes, production records are required if serving a meal or a snack.**

B. No, these meal services never require production records.

ADE requires SFAs to maintain production records for all meal services. Production records will be evaluated for compliance at the time of review.
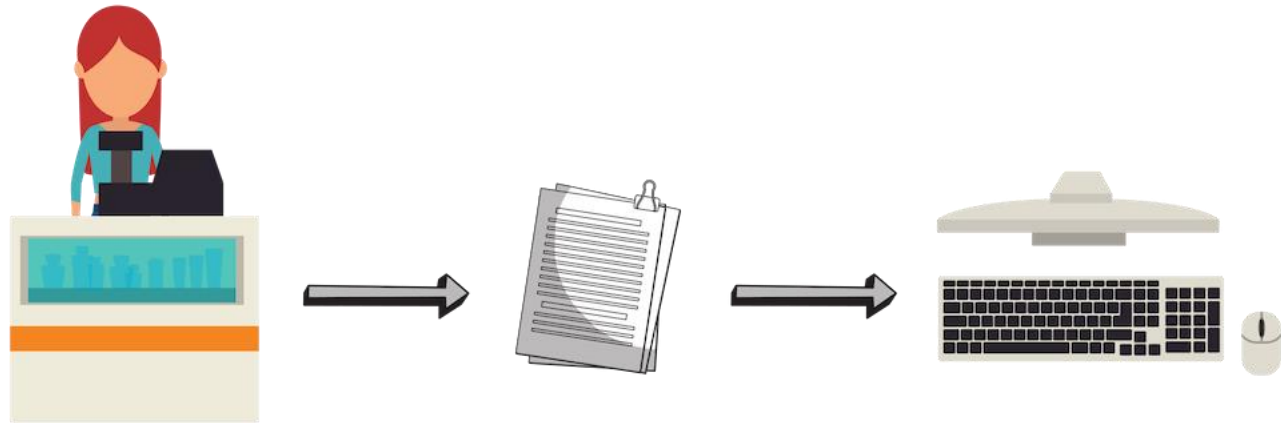
Required Records
and Reporting

Required Records and Reporting

Establishing Internal Procedures

SFAs must establish their own internal procedures that meet USDA and ADE requirements. Accurate meal counts and records must be kept to justify all claims that are submitted for reimbursement.

Internal procedures must be established to ensure required records are being maintained and reporting requirements are being followed.

Required Records and Reporting

Meal Counts

- Total meals served are required to be counted at the point of service (POS).

- At the end of each meal service, the worker at the POS should have documentation that shows the way meals were counted and the total number of meals served on that day.

- Claims will be submitted in CNPWeb and should be reflective of the meal count sheets that were taken each day then consolidated in a total number of meals served that month.

- For further instruction on submitting claims in CNPWeb click *here*.

- It is up to the SFA how meals are tracked as long as tray counts or attendance counts are not being used.

- Some examples are tally sheets, roster counts, electronic POS systems, tickets, etc.

Required Records and Reporting

Attendance Records

- Since daily edit checks are not required for snack or supper in At-Risk Afterschool Meals, attendance records or sign-in sheets must be taken daily.

- The SFA can choose between a roster or sign-in sheet to track daily attendance.

- These records work as daily edit checks by showing the total number of children who were in attendance during the activity.

- SFAs will need to collect a copy of the attendance record or sign-in sheet to ensure that there were not more meals served than children attending the activity that day.

- Children who are not enrolled and are not regular participants will need to be added to that days attendance record.

TUTORING DAILY SIGN-IN SHEET

DATE	NAME	TIME IN	TIME OUT	EMPLOYEE INITIALS

Required Records and Reporting

Daily Records

As explained on the previous slide, daily records include meal count sheets and a way for operators to track daily attendance. Daily records must indicate and maintain:

- The number of meals served
- The type of meals served
- Adult meals
- Adult worker meals

Required Records and Reporting

Fiscal Management Records

It is up to the SFA operating At-Risk Afterschool Meals to maintain records that pertain to the financial management of the operation such as invoices, receipts, administration costs, operating costs and reimbursements. Financial obligation and viability is a key portion to all CNPs and will be assessed at the time of review.

Required Records and Reporting

Training Documentation

At-Risk Afterschool Meals training can count towards USDA Professional Standards training hours for directors, managers, and staff as long as the individual is involved with this operation and the topics align with their job duties. SFAs are required to document these trainings including their dates, location, title, length, and learning codes to be counted towards ones required annual training hours.

- For more information on USDA Professional Standards or training click *here*.

Required Records and Reporting

Maintaining Production Records

It is reiterated that production records must be completed daily for each meal service and maintained for five years. Please refer back to slide 31 for ADE's various production record templates that can be used for At-Risk Afterschool Meals.

- It is recommended that if the SFA is serving multiple grade or age groups at one site, that separate production records are used for each differentiated grade or age group to show proper serving sizes are being prepared and served.

If SFAs choose to serve meals in the quantities reflective of the older grade or age groups, this is a simple way to ensure all components are being served in their minimum required amounts.

- Please note to pay attention to all meal pattern details and differences.

Comprehension Check

SFAs are required to participate in training on At-Risk Afterschool Meals prior to operating.

A. True

B. False

Comprehension Check

SFAs are required to participate in training on At-Risk Afterschool Meals prior to operating.

A. True

B. **False**

SFAs are not required to attend training on At-Risk Afterschool Meals; however, it is recommended for staff to include this training topic in their annual training hours.

Required Records and Reporting

Maintaining Records

- All documentation and records are required to be maintained for a minimum of **five years**; however, if there are any unresolved audit findings, records must be retained until the finding has been closed out.

- Documentation for At-Risk Afterschool Meals also includes menus for each meal service to show daily menu items served and compliance with the meal pattern.

- SFAs should have easy access to all records for proof of operation and compliance.

Technical Assistance

If you have any questions about At-Risk Afterschool Meals, use:

- The At-Risk Afterschool Meals A Child and Adult Care Food Program Guide: https://fns-prod.azureedge.net/sites/default/files/cn/atriskhandbook.pdf

For other questions about At-Risk Afterschool Meals,
please contact your School Nutrition Programs Specialist.

End of Training

ADE Online Training Library

Online trainings are easy to use and available year round. Directors and staff are encouraged to complete these trainings as a way to review previously learned subjects, or as an introduction to a regulation. Most guides are also available in Spanish.

Please take some time to browse through the ADE Online Training Library to review additional resources.
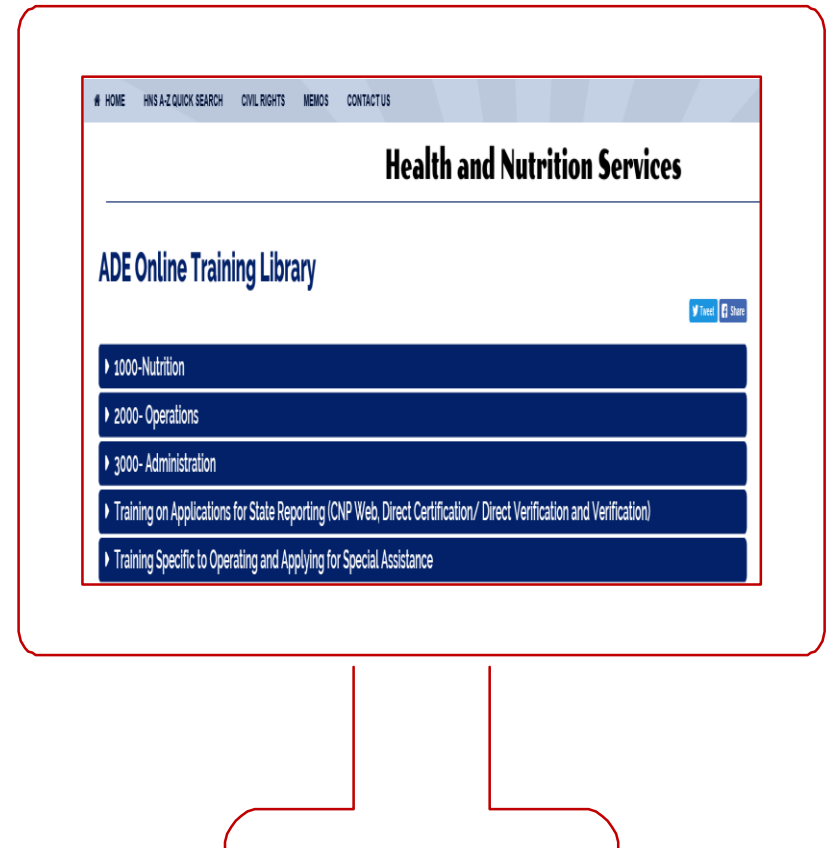
Congratulations!

You have completed the *Online Course: How to Operate At-Risk Afterschool Meals for School Food Authorities*

In order to count this training towards your Professional Standards training hours, the training content must align with your job duties.

- Information to include when documenting this training for Professional Standards:
  - Training Title: *Online Course: How to Operate At-Risk Afterschool Meals for School Food Authorities*
  - Learning Code: 4120
  - Key Area: 4000- Communications and Marketing
  - Length: 30 minutes

- *Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.*

End of Training

Request a Certificate

Requesting a Training Certificate

Please click on the link below to complete a brief survey about this training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey. *This will not appear in your Event Management System (EMS) Account.*

https://www.surveymonkey.com/r/OnlineHowToGuides

The information below is for your reference when completing the survey.

Training Title: ***Online Course: How to Operate At-Risk Afterschool Meals for School Food Authorities***

Professional Standards Learning Code: ***4120***

End of Training